

UNITED STATES DISTRICT COURT

OFFICE OF THE CLERK
DISTRICT OF KANSAS

May 28, 2015

TIMOTHY M. O'BRIEN
CLERK

INGRID A. CAMPBELL
CHIEF DEPUTY CLERK

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TOPEKA, KANSAS 66683
(785) 338-5400

Dear Office Manager,

The United States District Court for the District of Kansas will be upgrading its CM/ECF software to the Next Generation (NextGen) of CM/ECF in the upcoming months. The anticipated go-live date is **August 2015**. An exact date will be provided as the deadline approaches.

NextGen CM/ECF is the culmination of a multi-year project headed by the Administrative Office of the U.S. Courts to provide for the current and future filing and case management needs of all CM/ECF users. The upgrade that will occur in a few months is the first of many NextGen upgrades that will occur over the next several years.

In the next few days, the court will e-mail registered attorneys information on what is new for attorneys in NextGen and what they must do to prepare for the upgrade.

What is New for Attorneys in NextGen?

Central Sign-On is new functionality that will allow attorneys to maintain one account across all courts (appellate, bankruptcy, and district) and to sign in one time to access all courts where they have permission to file (each court must be upgraded to NextGen).

What Must an Attorney Do to Prepare for NextGen?

- **Have his/her own PACER account.** This account will be linked to the attorney's CM/ECF filing account once the court has implemented NextGen. Shared PACER accounts cannot be used by filing attorneys once the court has upgraded. Firms may set up a PACER Administrative Account to help manage attorney accounts

and have them centrally billed for filing and PACER access fees. For more information on PACER Administrative Accounts, go to www.pacer.gov/documents/pausermanual.pdf.

- **Existing "Legacy" PACER accounts (accounts issued prior to August 11, 2014) must be upgraded.** Go to www.pacer.gov, Manage My Account, and login with the attorney's current PACER credentials. Note the display in **Account Type**. If "Legacy", select Upgrade and update the information. See Upgrading your PACER Account for NextGen CM/ECF for more information.
- **Know his/her current CM/ECF login/password for filing documents.** Make note of it before the court upgrades. If it is stored in the browser, it will be lost and not recoverable. It must be provided after the court upgrades to link the filing account to the PACER account for Central Sign-On. If the attorney doesn't know his/her login/password, use the **Lost Password** link at <https://ecf.ksd.uscourts.gov>.

For more information on improvements and the upgrade process, please view these pages:

Improvements Coming to PACER and CM/ECF at:
<https://www.pacer.gov/announcements/general/improvements.html>

NextGen CM/ECF Electronic Learning Modules at:
<https://www.pacer.gov/ecfcbt/cso/index.htm>

Questions can be e-mailed to ksd_attorney_registration@ksd.uscourts.gov or call the clerk's office at 913-735-2200 in Kansas City; 785-338-5400 in Topeka; or 316-315-4200. You may also contact me directly at 913-735-2222.

Sincerely,



Timothy M. O'Brien
Clerk, U. S. District Court
District of Kansas

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